

### Defense Information Systems Agency

### **Defense Technical Information Center**

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### TECHNICAL REPORTS SELECTION CRITERIA

The scope of the DTIC® collection is extensive and covers classic military subjects and a broad spectrum of other disciplines. The collection is identified by major subject fields (categories) described in the Subject Categorization Guide for Defense Science and Technology, available from DTIC as AD-A172650 and at <a href="https://www.dtic.mil/dtic/subcatguide/">www.dtic.mil/dtic/subcatguide/</a>

Reports are selected for various factors, including permanency of value of the material, completeness of data included, extent of activity reported, intended use and usefulness to DTIC users, and time coverage.

These criteria will undergo an annual review.

### FORMATS ACCEPTED

- 1. Printed Reports (paper copy)
- Microfiche ("second generation" diazo film copy and silver master) Format Type 1, 105 x 148mm, 24 x reduction, 98 frame (14 columns x 7 rows to conform with American National Standard ANSI PH5.9)
- 3. Computer Diskettes (3½ for DOS/Windows or Macintosh) and Zip Files
- 4. VHS Video (1/2 inch VHS, 3/4 inch U-matic)
- 5. CD-ROM
- 6. Magnetic Tapes (6250 bpi on 12" reels)
- Electronic formats include Tagged Image File Formats (TIFF), Postscript, and Portable Document Format (PDF) with or without embedded audio or video.
  - NOTE: These formats can be submitted electronically or on removable media such as zip disks, 8mm tape cartridges and audio tapes.
- 8. Multi-media (some announcements only)
- Laser disk and DVD (Digital Video Disk) (announcement only)

Formats 1-2 should have an accompanying SF298 (Report Documentation Page).

Formats 3-6 should have an accompanying DTIC Form 530 (Non-Print Form).

Format 7 should supply an electronic SF298 if available.

A point of contact, telephone number and/or e-mail address must be included with all submissions.

DTIC will contact contributors about preserving multimedia for future use on a scheduled basis. DTIC will continuously review the collection and address refreshing/migration issues with the originator to meet preservation goals.

The following formats are accepted by DTIC when they are integral parts of multimedia items:

- 1. Color Plates and Images
- 2. Sound or Voice Recordings (announcement only)
- 3. Charts, Maps, Graphs, Drawings, and Tables
- 4. Video Clips

### FORMATS EXCLUDED

- 1. Film Strips, Movie Film, Slide Film
- Data Processing Cards and Aperture Cards

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### TECHNICAL REPORTS SELECTION CRITERIA

## SCOPE OF REPORTS ACCEPTED BY DTIC:

DTIC accepts reports that document or support scientific and technical efforts including, but not limited to:

Acquisition Life Cycle Documents (e.g.):

Acquisition Decision Memorandum (ADM)

Mission Need Statement (MNS)

Operational Requirements Document (ORD)

System Threat Assessment

Test & Evaluation Master Plan

(TEMP)

Administrative Guidance Documents (e.g.):

Basic Research Plan (BRP)

Defense Technology Area Plan (DTAP)

Defense Technology Objectives (DTO)

Joint Warfighting Science and

Technology Plan (JWSTP)
Science and Technology Strategy

Describe and recrimology offat

Annual Reports from the DoD Labs

Bibliographies

Briefings (DoD-related)

**Command Histories** 

Congressional Documents (DoD related) e.g.:

Congressional Budget Office (CBO)

Documents

Congressional Research Service

(CRS) Reports

Government Accounting (GAO)

Testimony

Conference Proceedings and Papers

Dissertations and Theses

Documents in Support of the Non-

proliferation and Arms Control

(NPAC) Technology Working Group

DoD Directives, Regulations, and Instructions

DoD Functional Area Dictionaries/Glossaries

**DoD Manpower Estimates** 

Federally Funded Research and

Development Center (FFRDC)

Reports

Government to Industry Briefings

Inspector General (IG) Audits (DoD-related)

Industrial Base Preparedness Reports
Journal Articles and Reprints (DoD-

supported--funded or partially

funded)

Lessons Learned (DoD-related)

Mission Area Plans

Modernization Planning Documents

Newsletters (DoD-related)

Patents (announcement only) and Patent Applications (DoD-related)

Periodic Reports (quarterly, semiannual, summary, preliminary, annual and

final)

Planning, Programming, and Budgeting

System (PPBS) Documents (e.g.):

Budget Estimate Submission (BES) Chairman Program Assessment

(CPA)

Defense Planning Guidance (DPG)

Issue Books

National Military Strategy Document

(NMSD)

Program Budget Decisions (PBDs)

Program Decision Memorandum

(PDM)

Program Objective Memorandum

(POM)

Project Status Reports

Reference Directories such as the "How to

Get It," and the "Index to Security

Classification Guides"

Research, Development, Test, and

Evaluation (RDT&E) Reports

RTO and AGARD Meeting Minutes and

Announcements

Security Classification Guides

Specifications and Standards (DoD only)

Speeches (DoD-related)

Studies and Analyses

Technical Publications (Memoranda, Notes,

Papers, Publications, Reports,

Reviews and Surveys)

Training Courses (DoD-related)



### TECHNICAL REPORTS SELECTION CRITERIA

SCOPE OF REPORTS NOT ACCEPTED BY DTIC (Unless integral parts of textual or

multi-media items):

Administrative Papers

Advertisements

Blueprints

**Brochures and Catalogs** 

Charts Circulars

**Computer Listings** 

Conference Programs and Agendas

(Proceedings and Papers accepted)
Contracting Documents and Contracting

Materials such as Requests for

Proposals

Correspondence

Decision Papers

Directories (e.g. Telephone Directories)

Document Declassification Listings

Engineering Drawings

Field Manuals

**Forms** 

Meeting Minutes and Announcements

Memoranda (Interoffice)

Memorandums of Agreement (MOAs)
Memorandums of Understanding (MOUs)

Notices

Orders (Technical, Procurement, PCS, etc.)

Operating Instructions

Parts Lists
Procedures
Program Listings
Promotional Materials

Proposals

Public/Case Laws

Tables

Technical Manuals

Trip Reports

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DTIC will not accept SF298s without reports. SF298s received without reports will be referred to the Acquisitions Branch for follow up document acquisition.